

**PERFORMANCE WORK STATEMENT  
DTFAAC-11-M-04384**

**A. PROJECT/TITLE**

SK-64 Helicopter Pilot Training for Flight Standards Operations Inspectors and Aircraft Certification pilots employed by the Federal Aviation Administration (FAA).

**B. BACKGROUND**

Under Title 49 of the United States Code (49 U.S.C.), the FAA is authorized to acquire and expend funds for the acquisition, operation, and maintenance of aircraft as necessary in the exercise and performance of the powers and duties of the Administrator. The interests of the public, safety of the workforce, and credibility of the organization are best served by having qualified, proficient, and current inspectors conducting pilot evaluating, testing, and checking functions.

**C. SCOPE**

The contractor is to provide initial ground school and flight training to FAA inspectors/pilots in the applicable aircraft specified in schedule B. The courses covered under this contract will meet the requirements for FAA formal flight training. FAA formal flight training consists of training courses with agency level course numbers that will be officially recorded in the employee's personnel records.

**D. DEFINITIONS**

The following definitions are used to define the terminology contained herein and are applicable as required by Title 14 of the Code of Federal Aviation Regulations (14 CFR):

1. Flight Time: Time from the moment the aircraft first moves under its own power for the purpose of flight until the moment the aircraft comes to rest at the next point of landing (block to block time).
2. Flight Simulation Training Device (FSTD): A full flight simulator (FFS) or a flight training device (FTD).
3. Full Flight Simulator (FFS): A replica of a specific type, make, model, or series aircraft. It includes the equipment and computer programs necessary to represent aircraft operations in ground and flight conditions, a visual system providing an out-of-the-flight deck view, a system that provides cues at least equivalent to those of a three-degree-of-freedom motion system, and has the full range of capabilities of the systems installed in the device as described in (14 CFR) Part 60 and the qualification performance standard (QPS) for a specific FFS qualification level.
4. Flight Training Device (FTD): A replica of aircraft instruments, equipment, panels, and controls in an open flight deck area or an enclosed aircraft flight deck replica. It includes the equipment and computer programs necessary to represent aircraft (or set of aircraft) operations in ground and flight conditions having the full range of capabilities

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of the systems installed in the device as described in (14 CFR) Part 60 and the qualification performance standard (QPS) for a specific FTD qualification level.

5. Crew Concept: When one inspector/pilot is receiving pilot-in-command (PIC) training in a flight simulation training device, the other inspector/pilot must receive second-in-command training or flight engineer training if applicable. When one inspector/pilot is receiving PIC training in the PIC's seat of an aircraft flight deck the other inspector/pilot must receive observer time (flight deck seating permitted). No additional charge must be made for the presence of, or instruction provided to, such additional FAA inspector/pilot.

6. Training Program: The contractor's training course to include a (14 CFR) Part 135 training program, a (14 CFR) Part 141 training course outline, or a (14 CFR) Part 61 course syllabus. The contractor must provide documentation of training programs by submitting one of the following items: (1) a signed approval letter from the Principal Operations Inspector who the Part 135 or 141 training program, or (2) the Part 61 course syllabus.

## **E. APPLICABLE DOCUMENTS**

Title 14 of the Code of Federal Aviation Regulations (14 CFR), Parts 61, 121, 135, 141, and 142. The applicable regulations are available for download, in pdf format, from [www.faa.gov/regulations\\_policies/faa\\_regulations/](http://www.faa.gov/regulations_policies/faa_regulations/).

Practical Test Standards available at:  
[http://www.faa.gov/training\\_testing/testing/airmen/test\\_standards/](http://www.faa.gov/training_testing/testing/airmen/test_standards/)

FAA Order 4040.9D dated 12/4/1991 or as revised and available for download, in pdf format, from [www.faa.gov](http://www.faa.gov).

Flight training for inspectors is required by FAA order 4040.9, appendix 11 paragraphs 403 and 421.

FAA Form 4040-2 with instructions. See attached.

## **F. GENERAL REQUIREMENTS**

### **1. GENERAL**

(a) If the contractor's FAA training program contains less than the minimum required hours of Part I, Schedule B, of this solicitation, the contractor is required to supplement their program with additional ground school/simulator/flight training, as appropriate, to achieve the minimum required hours. If the contractor's training program contains more hours than the minimum stated in Part 1, Schedule B, then the contractor must submit the training hours in their training program. In either case, the contractor is requested, within the limits of their program, to delete company-specific training such as employee/customer relations, filling out company forms, evacuation training, company communications, or other items not directly

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related to the completion of the aircraft training and substitute training directly related to the successful completion of the training.

(b) In some cases, an inspector/pilot may require supplementary training. Supplementary training must be approved in advance on a case by case basis by the Contracting Officer.

(c) Training of FAA inspectors/pilots is not to be conducted between the hours of midnight and 6:00 a.m., including flight pre and post briefings. A maximum of four hours flight instruction per day, or eight hours of ground school per day per inspector is permitted. If ground and flight instruction are combined in a single day then a maximum of ten hours of training per day is permitted. To maintain continuity between flight training sessions, the contractor is requested to minimize the switching of flight instructors between sessions.

(d) FAA personnel do not ordinarily operate the aircraft in which they are rated on a regular basis. Therefore, it is necessary they receive the most complete review possible when attending training. If the contractor's program allows for a partial review of systems and procedures during training periods, it is required that the contractor supplement their program to achieve a complete review for FAA inspectors/pilots during the course.

(e) FAA personnel are usually performing other job functions prior to assignment to training and normally do not have time to devote to pre-course study. Additionally, due to circumstances beyond the control of the FAA, or the inspector/pilot, an inspector/pilot may be assigned to training with short notice. If the contractor's program requires pre-course study prior to the trainee's arrival at the contractor's training facility, the contractor is required to supplement their course to allow for required pre-course study to be accomplished at the contractor's facility after the inspector's/pilot's arrival. Such ground instruction must either be classroom or computer based training.

(f) Any level FTD time may be substituted for the minimum required ground school time. Flight Simulation Training Device pre/post briefing may be considered as ground school training. The contractor's training program must allow any substitutions the contractor makes.

(g) Inspectors/pilots attending training under this contract should present the contractor with a copy of FAA Form 4040-2, Pilot Flight Record and Application for Check Flight, signed by the inspector's supervisor. If the form is presented, the contractor's instructor must complete the form and return it to the inspector.

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**2. QUALIFICATIONS**

**(a) INITIAL PILOT QUALIFICATION:**

Types of training must include the following categories:

1. Initial pilot qualification ground school, and;
2. Initial pilot qualification flight training in SK-64 helicopter.

**(b) SUPPLEMENTARY TRAINING HOURS:**

The Contracting Officer may authorize hours in addition to those specified under Initial Pilot Qualification training when required by the individual inspector/pilot to successfully complete the training course. These hours must be provided at the prices set forth in the item entitled "Supplementary Training Hours", Part I, Schedule B. In the event that any inspector/pilot completes the course in less time than the hours indicated in Schedule B, or partially completes training, the contractor must be paid the rate stated, less a pro rata credit for the unused time at the supplementary rate.

**3. TRAINING REQUIREMENTS**

(a) All instruction must comply with the contractor's training program.

(b) Flight simulation training device (FSTD) training, if applicable, must begin within one working day after satisfactory completion of ground school. Flight training must begin within one working day after completion of ground school or FSTD training, if applicable. Flight and FSTD training may be integrated with ground school training if it is a part of the contractor's program.

(c) Ground school instruction must be presented by a qualified instructor in a classroom environment. If Computer-Based Instruction (CBI) is used to accomplish ground school training, then the following requirements must be met:

1. Inspectors/pilots must receive a thorough briefing on the operation and use of the CBI equipment.
2. At least one instructor must be present or readily accessible by electronic means to resolve any problems or questions that the inspector/pilot may have regarding the material presented in the CBI program.
3. All material presented by CBI must be reviewed and reinforced by a qualified instructor in classroom discussion or one-on-one with the inspector/pilot.

(d) N/A

(e) In the event, the FAA inspector/pilot fails to report for training as scheduled, or should become ill, injured, or incapacitated during the training period the contractor must promptly notify the COTR and the inspector/pilot's emergency contact if known.

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(f) If the inspector/pilot has not successfully completed the course after completion of the training outlined in Schedule B and in accordance with the specifications herein, the contractor must withhold further training and promptly notify the COTR who will arrange the authorization of additional training. In the event such inspector/pilot does not complete the full course provided for in the schedule, the contractor must invoice the FAA for only that pro rata portion of training actually completed per Paragraph F (2)(c) of this PWS and as certified on the Certificate of Training (Appendix A).

(g) The contractor must notify the COTR of the inspector's/pilot's completion status within five working days after completion of the training program.

(h) Upon completion of all training, the contractor must issue a Certificate of Training (Appendix A). The FAA inspector must sign the certificate certifying the type of training provided, specific dates, and the duration of such training. One copy of each such certificate must be submitted to the COTR.

(i) The contractor must furnish all training aids and facilities which meet the following minimum requirements:

1. Sufficient chalk, dry erase, or electronic boards for effective teaching must be provided.
2. All training aids, including any audio-visuals, mockups, charts, or aircraft components listed in the training program must be accurate and appropriate to the course for which they are used.
3. The classroom must be well-lighted.
4. Inspectors/pilots must be seated at suitable tables which provide sufficient space for writing and accomplishing assigned tasks.
5. The classroom must be kept clean.
6. Sanitary restroom facilities must be available within convenient distance of the classroom.
7. The classroom facilities must be adequately ventilated, heated in winter, and cooled in summer.
8. Ambient noise must be below the distraction point. The instructor's voice level must be easily heard from any position in the classroom.
9. The contractor must comply with safety standards specified by the National Electrical Code, the National Fire Code, and the United States of America Standards Institute in conducting contract training.



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10. Local environmental distractions adversely affecting student learning must be eliminated.

11. A copy of the aircraft Pilot's Operating Handbook (POH) or Rotorcraft Flight Manual (RFM) must be provided each inspector/pilot on the first training day of each training course for the subject aircraft and must be retained by the inspector/pilot. A "Flight Training Manual" utilized in the contractor's training program which is at least equal in content and quality to the POH or RFM will be an acceptable substitute. Such manuals must be included within the prices set forth in Part I, Schedule B.

12. A copy of the syllabus, training schedule and description of all maneuvers and procedures to be conducted in the training course must be provided each inspector/pilot on the first training day of each training course.

13. A FAA full flight simulator (FFS) of the type specified in Paragraph F (1) (f) of this PWS, if applicable.

14. Sufficient aircraft inventory for use in the training course to ensure availability of back-up aircraft when maintenance is necessary. All aircraft must be airworthy and certificated in the normal category by the FAA.

15. The contractor must use only instructors authorized under their training program to instruct under this contract. All instructors used in flight training under this contract must be authorized by the contractor to conduct all maneuvers and procedures required.

(j) The contractor's personnel alone must be in command of the aircraft utilized in contract performance. At no time must an FAA inspector/pilot be permitted to assume such command.

(k) The contractor must provide all fuel, oil, landing fees, storage, and tie-down service. The contractor must pay for all of these items and for any other costs related to operation and utilization of each aircraft provided by the contractor for training, reimbursement for which must be deemed included in the contract price.

(l) Each aircraft provided by the contractor must be operated and maintained in accordance with applicable FAA regulations.

**G. PERFORMANCE REQUIREMENTS FOR FLIGHT TRAINING COURSES**

1. The contractor is to provide initial and supplemental training as specified in section 2 (Qualifications) of this performance work statement (PWS) in accordance with their training program. As part of the proposal, the contractor must submit:

(a) Evidence of their training program as described in section D (6) of this PWS which addresses the SK-64 helicopter.

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- (b) Proof of the ownership or lease of the aircraft to be used in training.
- (c) A description of the training aids and facilities in sufficient detail to determine compliance with the requirements of section F (3) (i) of this PWS.
- (d) Proposed ground and flight training hours in compliance with section F (1) (a) of this PWS.
- (e) Proposed number of training days expected to be required to complete all training and testing for each course.

**2. DELIVERABLES**

The contractor must:

- (a) Provide training as specified in their training program.
- (b) Provide the hours of training proposed in Schedule B.
- (c) Commence training upon the inspector/pilot's arrival at the contractor's facility on the date and time agreed upon.
- (d) Provide each inspector/pilot with a POH, RFM, or substitute in compliance with section F (3) (i) (11) of this PWS.
- (e) Provide a copy of the syllabus, training schedule, description of all maneuvers, and procedures to be conducted in the training course to each inspector/pilot on the first training day of each training course in compliance with section F (3) (i) (12) of this PWS.
- (f) Complete the training within the proposed number of training days barring unforeseen circumstances beyond the control of the contractor.
- (g) Provide the COTR with a completed certificate of training signed by the inspector/pilot, contractor's instructor, and the course critique (Appendix A) within five calendar days of the completion of the training.